

TINTA



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SALUTATION

Assalamuallaikum w.b.t,

Alhamdulillah, firstly I would like to thank Allah for showered us with His blessing. All the way that He helps and eases for me and team mates were such permission those we really hope for. What can be proud more is we have such a big and kind hearted person with strong determination lecturer, sir Azmi bin Abd Rahman. He is very eager in guiding us to publish our own writing and guiding us very well to publish our first TINTA publication in the defined way. He deserved so much credit and salutation. Not to forget, with the cooperation given together with all the joyful and tenses time to finish this book, it was a bitter sweet experience that worth to be going through together. Thanks to my assistant, my graphic designer, my editors and my reporters, we all did a very good job with all our dedication and effort to publish this book. Thank you all, with love, we should be proud with our selves!

To all dear readers, please enjoy reading ours writing, may it be useful for you, Thank You supporters!

Chief Editor SOK

Fatin Nurain binti
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INFORMATION

TINTA is published bi-annually by semester 5 students of Bachelor of Science Library and Information Management (Hons) @ IM244 pursuing Publication and Production of Information Material (IML601). The scope of the plan includes a variety of issues in the field of information management.

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PERATURAN PENGURUSAN REKOD YANG DERIVATIF

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ABSTRACT

Artikel ini menceritakan tentang penyimpanan dan pengurusan rekod serta peraturan dan polisi yang diterbitkan berdasarkan undang-undang negara yang dijadikan sebagai garis panduan. Selain itu, implikasi undang-undang terhadap maklumat turut diceritakan.

KEYWORDS

Pengurusan rekod; maklumat; peraturan; undang-undang; implikasi

Pengenalan

Amalan pengurusan dan penyimpanan rekod adalah tertakluk kepada parameter undang-undang, piawaian serta standard bidang tertentu, amalan terbaik, kod tatalaku dan etika serta keperluan daripada lapisan yang berkepentingan. Terdapat pelbagai jenis bidang undang-undang, peraturan dan piawaian yang memberi kesan terhadap bagaimana kerajaan menguruskan sumber maklumat dan rekod, termasuk rekod daripada lebih 770 akta yang ada di Malaysia. Undang-undang seperti berkaitan dengan harta intelek seperti hakcipta terutamanya sentiasa dikaitkan dengan pengurusan rekod. Undang-undang lain seperti akta berkaitan dengan pembuktian, arkib serta rahsia rasmi merupakan antara akta-akta yang selalu dikaitkan.

Di samping itu, undang-undang dan peraturan khusus untuk agensi-agensi kerajaan individu mungkin perlu dipertimbangkan. Sebagai contoh, beberapa undang-undang mewajibkan badan-badan kerajaan serta agensi untuk menyimpan beberapa maklumat dan rekod untuk tempoh masa tertentu bagi tujuan tertentu seperti audit (Seksyen 6 Audit Act 1957) tetapi undang-undang berkaitan dengan rekod terdapat dalam hampir semua akta dalam area masing-masing. Contohnya dalam perbankan dan kewangan, perubatan dan sebagainya di mana terdapat beberapa akta. Akta-akta ini tidak memberikan implikasi secara langsung terhadap pengurusan rekod. Tetapi ianya memberikan kesan secara tidak langsung ataupun derivatif. Maksudnya seksyen-seksyen yang berkaitan dengan rekod, data, dokumen serta maklumat perlu ditafsir dari aspek pengurusan rekod bagi membantu mewujudkan implikasi yang berguna bagi pengurusan rekod.

Di Malaysia, di samping Akta Perlindungan Data Peribadi 2010, beberapa peruntukan undang-undang lain juga menyediakan kawalan perundangan pada tahap tertentu ke atas pengurusan dan pengendalian maklumat dan sumber rekod. Undang-undang hendaklah berada di kedudukan hadapan sebagai rujukan untuk mewujudkan parameter bagi peraturan dan dasar rekod dan maklumat. Peruntukan undang-undang sentiasa dalam bentuk pernyataan umum yang memerlukan tafsiran teknikal dan bersifat undang-undang untuk memperolehi makna yang praktikal dalam pengurusan rekod.

Peraturan dan dasar rekod dan maklumat dalam akta sentiasa dalam bentuk derivatif, iaitu peraturan serta undang-undang berkaitan dengan pengurusan rekod perlu diterjemah bukan secara literal tetapi dengan mengambil kira kandungan akta serta konteks serta elemen pengurusan maklumat. Peraturan PR sentiasa dibentuk melalui campuran pelbagai unsur dasar rekod serta maklumat yang dikanunkan dan praktikal. Oleh itu, senarai akta persekutuan, peraturan dan undang-undang, enakmen, perintah, amalan dan arahan kerajaan pada piawaian profesional, bersama undang-undang perlembagaan mestilah ditafsirkan secara operasi untuk memperolehi bahan-bahan dan unsur-unsur untuk dasar pengurusan rekod dan

maklumat, dengan menetapkan parameter untuk mengenal pasti keperluan untuk dasar pengurusan untuk organisasi dan negara. Peraturan dan dasar unsur-unsur yang berkaitan rekod dan maklumat tidak hanya terhad kepada undang-undang yang dinyatakan di atas sahaja. Terdapat peruntukan yang sangat besar yang menyentuh isu-isu dasar pengurusan rekod daripada undang-undang lain yang selalu tidak diberi perhatian kerana hanya dilihat daripada hubungan secara langsung sahaja.

Terdapat statistik yang menunjukkan tentang perbezaan daripada segi jumlah berlakunya peruntukan undang-undang yang mengandungi istilah berkaitan bahan-bahan maklumat dan rekod serta keperluan yang berkemungkinan pada aktiviti dan transaksi mereka menurut ketetapan yang biasanya dikaitkan dengan rekod serta maklumat. Ia juga menandakan masih terdapat banyak maklumat berkaitan peruntukan yang bertaburan dalam bahagian ketetapan diluar bidang rekod dan maklumat bagi menyediakan keperluan perundangan dan pertimbangan perundangan bagi membentuk dasar, peraturan serta amalan baik pengurusan rekod. Implikasinya boleh dikaji daripada sudut yang berlainan seperti infrastruktur, dasar rekod dan maklumat yang tegak dan mendatar, atau nasional dan organisasi; atau dimensi lain sebagaimana yang dicadangkan dalam pelbagai klasifikasi dasar maklumat. Antara implikasi perundangan terhadap isu dan aktiviti berkaitan maklumat yang boleh diambil daripada undang-undang telah disenaraikan di bawah dan harus menjadi aspek utama yang perlu dikaji:

1. Undang-undang yang berkaitan dengan definisi perundangan bahan maklumat daripada jenis dan kategori tertentu.
2. Undang-undang yang menentukan rekod serta maklumat yang perlu disimpan untuk beberapa tujuan.
3. Undang-undang yang mengawal penciptaan, penyimpanan, akses, penyebaran dan pelupusan rekod dan maklumat.

4. Undang-undang yang berkaitan dengan integriti dan kualiti rekod dan maklumat.
5. Undang-undang yang mentadbir keselamatan rekod dan maklumat.
6. Penalti bagi kesalahan terhadap hal berkaitan pengurusan rekod dan maklumat.
7. Organisasi dan kerajaan boleh mewujudkan tanggungjawab dan kuasa ke atas pengurusan rekod dan maklumat.

Kesimpulan

Proses membangunkan parameter pengawalseliaan rekod untuk menyokong pengurusan maklumat dan sumber rekod memerlukan kerjasama daripada pelbagai sumber dan peruntukan undang-undang yang lebih menyeluruh yang menyokong dan menggalakkan penggunaan maklumat dan pada masa yang sama menyekat tindakan yang menjejaskan aktiviti rekod. Ini adalah penting memandangkan bergantung kepada rekod untuk menyokong operasi dan perniagaan dalam disiplin dan organisasi. Dalam kebanyakan literasi, isu-isu perundangan rekod dibincangkan dalam pelbagai disiplin serta bidang.

Tiada satu pun yang boleh mendakwa bahawa peruntukan tersebut adalah milik mana-mana bidang yang khusus. Ini adalah disebabkan oleh dasar rekod adalah besar dan meluas kepada pelbagai bidang. Bagi mempunyai satu dasar yang hanya berpusat kepada satu tempat, ini boleh menyebabkan rekod tidak akan dapat memenuhi keperluan masing-masing dan tidak dapat mengikuti setiap dasar yang ditetapkan. Setiap organisasi, sama ada organisasi awam atau swasta seharusnya membentuk satu dasar sendiri dalam pengurusan rekod. Selain daripada itu, analisis menyeluruh telah dilakukan ke atas peruntukan undang-undang bagi mengenal pasti keperluan dalam membangunkan dasar pengurusan rekod yang dapat menyokong dan memberi galakan dalam menguruskan rekod dan

menggunakannya. Dalam masa yang sama, ia juga dapat menyekat aktiviti-aktiviti yang dapat memudaratkan kesejahteraan social dan ekonomi. Merujuk kepada McClure (1996), dasar adalah penting kerana:

- Memberikan kesan dalam penciptaan rekod, pengeluaran, pengumpulan, pengurusan, pengagihan, proses mendapatkan semula rekod dan dapat akses kepada maklumat kerajaan serta maklumat yang lain.
- Dapat juga memberikan kesan kepada adab seseorang individu dan masyarakat membuat keputusan dan pilihan dalam segi politik, ekonomi dan sosial.
- Dapat mengawal dalam cara bagaimana institusi-institusi menguruskan rekod, mengatur, mengambil dan menggunakan maklumat.
- Persekitaran yang berbeza juga dapat mewujudkan kebaikan dan keburukan, tetapi bergantung kepada individu atau organisasi komersial.

Terdapat beberapa undang-undang yang sedia ada digunakan dalam pelbagai aspek, ia mempunyai implikasi yang banyak untuk aktiviti social dan ekonomi. Walaubagaimanapun, kebanyakan undang-undang tidak memberi kesan langsung kepada pengurusan rekod, tetapi isi undang-undang boleh digunakan dalam pengurusan rekod kerana ianya dapat mengukuhkan dan menegakkan prinsip dalam menguruskan maklumat dan rekod di dalam suatu sektor sama ada kerajaan ataupun swasta. Undang-undang ini walaupun bertaburan di pelbagai dasar undang-undang, ia juga memberi kesan yang besar dalam mengawal dan membimbing pengubalan dasar pengurusan rekod di jabatan kerajaan mahupun swasta. Mereka juga boleh memainkan peranan yang dominan dalam memastikan pengurusan maklumat dan rekod dalam konteks kitaran hayat adalah mengikut keperluan berkanun.

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INTERVIEW SESSION

With Encik Abduk Rahman Bin Abdul Rahman

Faculty of Information Management, Universiti Teknologi MARA

1. What is your background education?

I come from Bachelor of Information Science Library Management at UiTM, previously known as ITM and I am also studied in Master of Library and Information Science at Universiti Malaya.

2. How long have you been working in this field?

I have worked around 15 years old in this field.

3. What is your opinion regarding the Faculty of Information Management?

For me, Faculty of Information Management is one of the new faculty. So, this faculty is not so well known unlikely from the other faculty but this faculty has expanded quickly and well.

4. How to provide fresh graduate in Faculty Information Management?

I think, this faculty can provide two types of fresh graduates that encompass well in both academic and non-academic. For the academic, they can get the best students by helping those students to achieve good and satisfactory pointer every semester. For the non-academic, this faculty can get the fresh graduates with good in non-academic matter by having the students involves in sport, associations and uniform units.

5. What is the different between Faculty Information Management and other faculty?

Faculty of Information Management is different with other faculty which is in term of the specialty of the field. If the Faculty of Information Management it takes pride in being the pioneer in providing professional education to fulfil the manpower need of the country in three very important fields namely are information management, library management, and records management. While, the other faculty might be the pioneer in engineering, languages and so on.

6. From your opinion what can be learn from Information Management?

For my opinion, Information Management is the collection and management of information from one or more sources and the distribution of that information to one or more audiences. This sometimes involving those who have a stake in, or a right to that information. Management means the of and control over the structure, processing and delivery of information.

7. What is the specialty of Information Management program?

From my knowledge, Information Management program can be considered as specialty because it is a field which teaches on how to manage information, plus it is also being taught at Univsersiti Teknologi MARA (UiTM), Universiti malaya (UM), Universiti Islam Antarabangsa Malaysia (UIA) and Universiti Selangor (Unisel).

8. In your opinion, is it posible for graduate in Information Management join other field in employment for example the accounting program?

Yes, these graduates are more versatile and flexible to join other field in employment because there are one name of Faculty of Information

Management but it will be divide to many field based on the individual's interest.

9. From your observation, how far can Information Management go further?

For me, our philosophy is to provide students with knowledge and skill in effective delivery and use of information systems, together with an awareness of the continuing development in the field of information technology. Knowledge of the principle and techniques required of an information professional oriented to one or all types of library or information centre, system or service, including library, archival, and record management, and other related disciplines. So in future, students can use their knowledge and experience to use in the work.

10. What are the skill that needed by the fresh graduate in order to improve their quality and capability in Faculty of Information Management?

For my experience, use the keywords like P.I.E.S..P stand for physical need. That means it is most important that your physical needs are met. Physical needs induce food, drink, warmth and shelter. I stand for intellectual need. These are needs that are met by using that part of the mind that are we thinking. E stand for emotional need. As example, how do we weel about ourselves and others. How we feel is linked to our emotions. Lastly S stand for social need. It is being able to join in activities and to communicate with other people is a way of meeting out social needs.

11. Based on your experience, what are the challenges for information professional to survive?

From the challenges that I faced in my experience, the challenge that will be faced by information professional in the future is information technology.

Nowadays information technology is growing at a rate beyond anyone expectations. This means any staff or librarians need to constantly be improving their skills. New technologies are always appearing, leading to previous information becoming obsolete.

12. What are your expectation for Faculty Information Management in the future?

Sincerely, I hope this Faculty of Information Management can get the best faculty equal with other faculty in Malaysia. Although this faculty is not famous like other faculty but this faculty can follow them slowly. So, Faculty of Information Management can be the best faculty because they can divide to many fields that can be chosen by student according to their interest.

HONORARY
CONDESCEDENT



PROF MADYA DR.
MOHD SAZILI SHAHIBI

CONDESCENT



CHE ZAINAB HJ. ABDULLAH

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EN. AZMI B. ABDUL RAHMAN



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1. Content

TINTA publishes full articles, brief notices, conference reports, project briefings, opinions, letters, clippings, and pointers of broad interest in information management.

Full articles should:

- o be of interest to a broad community of information management, and
- o Reflect work that has been completed, rather than just beginning.

Articles should not have been published previously in another magazine or journal, nor been available in a final version on a publicly available web site.

2. Matters of style

We prefer *TINTA* articles that are 1,500-5,000 words in length but in certain circumstances accept articles that are 5,000-10,000 words in length. They should be in English or Bahasa Melayu. Articles must include a 100-200 word abstract. We have the following additional preferences:

- o Text should be in Microsoft Word or rtf format.
- o Images may be in gif, png, or jpeg formats. Images can be handled several ways- as in-lines or as linked files. They normally should be no more than 700 pixels in width.
- o Hyperlinks to external sources are encouraged. URLs should be spelled out rather than embedded as links, either following the appropriate name/text or, if preferred, within the References section at the end of the file.
- o References must be in APA format.

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- After the authors and editors have agreed on a final draft, the revised text will be formatted in doc or pdf by *TINTA* staff.
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